



2008 Guidelines for Employee The Month

Effective: Thursday, April 24, 2008

First employee to be chosen for January 2008 was based on a unique job performance. Since January was a transitional month for the city, nomination forms were not yet drafted but email and direct submissions were open to the public. **To ensure clarity, the nomination form is now available on the city's website. Forms will also be available in the Greater Crown Point Chamber of Commerce, 2nd floor in the Old Courthouse; Foyer of City Hall and the Clerk-Treasurer's Office. Please be mindful of criteria when filling out the nomination form.**

Purpose: In order to reward the City of Crown Point hard-working employees for exceptional performance and as an incentive to raise the bar higher in the City of Crown Point, an Employee of the Month Award was established by Mayor David Uran, to be headed by Jennifer Bzdil, Special Events Director. The program is also a collaborative effort with the Chamber of Commerce *aimed to award employees who go above and beyond their job description.*

Incentives: Each month, one (1) employee with the City of Crown Point will be honored and receive the City of Crown Point Employee of the Month Award, a personalized certificate of congratulations from the Mayor (a copy of the letter will be forwarded to the Human Resources Director to be placed in personnel file), name plate on the 2008 Employee of the Month Plaque to be displayed in the Council Chambers of City Hall, an article to be published in the city newsletter (issue to follow month of nomination) and sent to the local media. Also a \$25.00 gift certificate from the Chamber of Commerce will be provided to each employee as they are recognized at the Council Meeting in their month of selection. The nominee and nominator will be notified no later than one (1) business week from the City Council meeting where they will be recognized.

Criteria:

The following criteria will be used in selecting an Employee of the Month (EOM)

- Unique Situations
 - Job Performance- A unique situation where employee went above and beyond what is required for particular job.
 - Safety Hazards- A procedure or idea was created by employee to help reduce accidents/incidents, or whereas an employee assisted or saved a resident/visitor/fellow employee from a dangerous situation.
 - Relationship with the Public- A unique experience where the public was positively affected by employees' actions, attitude or demeanor.
 - Other unique situations that may arise will be thoroughly evaluated for consideration of a "Unique Situation."
- Attitude: Employee must demonstrate a positive and dedicated attitude.
- Leadership/Initiative: Employee must possess leadership/initiative qualities, with at least one specific example cited on nomination form.
- Team Member: Employee must demonstrate being a team member with at least one specific example cited on nomination form.
- Dependability/Punctuality: Employee should be in good standing with maintaining punctuality and dependability.

Employee of the Month must meet the following requirements:

- Work Status: All Full-Time, Part-Time, Seasonal, or Volunteers who have passed their probationary period may be nominated. No Department Heads or Elected Officials can be selected. An employee who was at any time or is in the process of being discharged or demoted is not eligible.

- Inclusion: Employee cannot have received the Employee of the Month recognition more than once in a two (2) year period. After the two (2) year mark, employee will be eligible again for award.
- Performance: Employee must not have any poor performance indicators in job history spanning back three (3) years.

Process:

1. Criteria and current edition of the nomination form will be posted on the city website, beginning in mid-January of 2008 on the special events page and a link on the homepage directly to the forms. **Forms will also be available in the Greater Crown Point Chamber of Commerce, 2nd floor in the Old Courthouse; Foyer of City Hall and the Clerk-Treasurer's Office.**
2. Completed forms will be sent to Jennifer Bzdil, Special Events Director, either direct mail, email or by fax.
3. Each nominee will be thoroughly reviewed to ensure that they meet the criteria of 2008 Guidelines for Employee of the Month.
4. The Employee of the Month and his or her corresponding department head will be notified prior to the monthly council meeting, where the Employee of the Month will be honored.

(Nomination Form on Next Page)

The City of Crown Point
EMPLOYEE OF THE MONTH NOMINATION FORM

Please complete the form in its entirety and direct to Jennifer Bzdil, Special Events Director, in any of the following methods.

Mailing Address:

The City of Crown Point
Mayor's Office of Special Events
Attn: Jennifer Bzdil, Special Events Director
101 N. East Street
Crown Point, IN 46307

Email:

jbzdil@crownpoint.in.gov

Fax:

(219) 662-3262

NOMINATED FOR THE 2008 MONTH OF:

CANDIDATE'S NAME:

DEPARTMENT / DIVISION:

LENGTH OF SERVICE:

JOB TITLE:

REGULAR JOB DUTIES (IF KNOWN):

WHY DOES THIS EMPLOYEE DESERVE TO BE THE CITY OF CROWN POINT EMPLOYEE OF THE MONTH?

REASON FOR NOMINATION

(if additional space is needed - please attach information to form; also please see the attached guidelines when formulating your response.)

LIST OUTSTANDING ACCOMPLISHMENTS, (IF KNOWN) (INCLUDE AWARDS, LETTERS OF APPRECIATION, ETC.)

LIST ANY EXCEPTIONAL SERVICE TO THE COMMUNITY

Signature of Nominator

Date

Contact Number

Email
